

# Management and Budget

## MISSION STATEMENT

The mission of the Office of Management and Budget (OMB) is to support and enhance the effective, efficient operation of County government, maintain the County's fiscal integrity and financial condition, and preserve the County's AAA bond rating by developing, promulgating, and applying appropriate budgetary policies and procedures; providing accurate, timely, and objective information and recommendations to the County Executive, County departments, the County Council, and the general public; preparing and administering the operating and capital budgets in compliance with the County Charter, generally accepted accounting principles, and the policy agendas of elected officials; and ensuring that available resources are efficiently allocated and productively used.

## BUDGET OVERVIEW

The total recommended FY07 Operating Budget for the Office of Management and Budget is \$3,808,860, an increase of \$233,680 or 6.5 percent from the FY06 Approved Budget of \$3,575,180. Personnel Costs comprise 95.7 percent of the budget for 32 full-time positions and one part-time position for 31.2 workyears. Operating Expenses account for the remaining 4.3 percent of the FY07 budget.

## HIGHLIGHTS

- ❖ **Development of web-based CIP system will continue in FY07.**
- ❖ **Productivity Enhancements**
  - **Streamlined approval process for Position Profile Forms (PPFs), reducing OMB's time to process position creation and abolishment requests.**
  - **Implemented changes to the PPF to simplify submission of position action requests from departments.**

## PROGRAM CONTACTS

Contact Alex Espinosa of the Office of Management and Budget at 240.777.2767 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

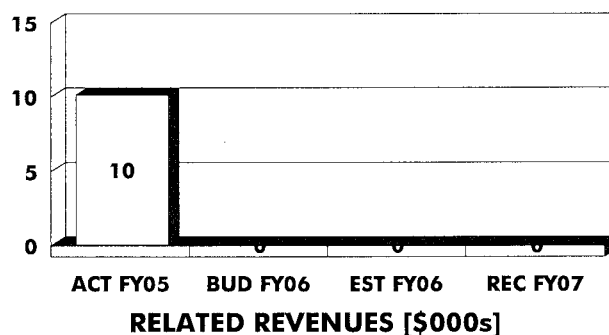
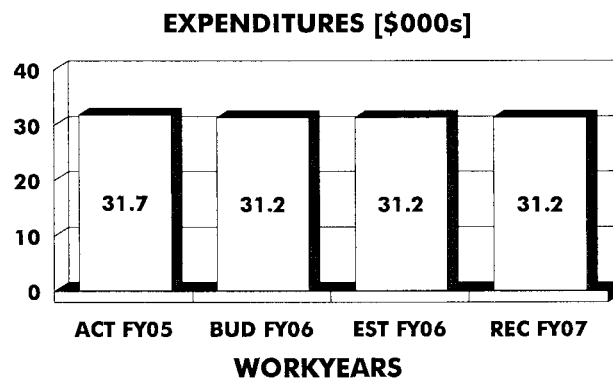
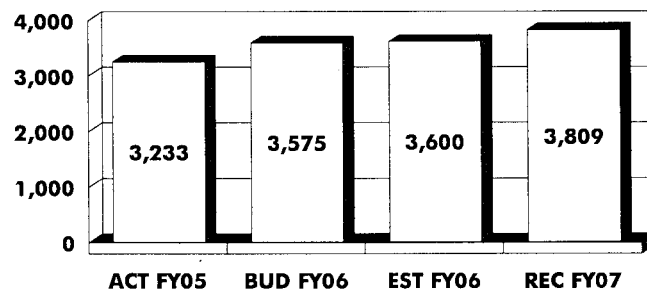
### **Budget Preparation and Administration**

The Budget Preparation and Administration program covers the annual preparation of the Capital Budget, the six-year Public Services Program and Operating Budget, and the various activities designed to assure compliance with the County Charter and decisions of elected officials. The six-year Capital Improvements Program is prepared during even-numbered

## Program Summary

	Expenditures	WYs
Budget Preparation and Administration	3,808,860	31.2
Totals	3,808,860	31.2

## Trends



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calendar years. Fiscal policy and procedures are developed to assure conformity with generally accepted accounting principles and County policies.

Six-year fiscal projections are prepared, including the identification of various Executive fiscal policy proposals and planning allocations. Fiscal planning assumptions and debt capacity analyses are updated, guidance is provided to departments and agencies, and budget recommendations are given to the Executive and Council. In addition, special analyses to monitor expenditures and revenues are conducted periodically during the year. County Executive transfers, Council transfers, and supplemental appropriations are handled as are transactions involving the creation, deletion, and movement of positions in the official position complement.

Related work includes participation in collective bargaining and compensation policy development; fiscal management and policy development; management analyses; measurement initiatives; program evaluations; fiscal impact analyses of legislation and regulations; development and amendment of administrative procedures; development and monitoring of user fees and other revenues; grants coordination; and contract review. The office's leadership, administration, automation, and process management are also included in this program. Staff provide OMB representation on the Contract Review Committee, the Interagency Group on Energy and Utilities Management, the Board of Investment Trustees of the pension system, the Diversity Council, the Telecommunications Transmission Facility Coordinating Group, and the Labor Relations Policy Committee.

#### ***FY07 Recommended Changes***

	<b>Expenditures</b>	<b>WYs</b>
<b>FY06 Approved</b>	<b>3,575,180</b>	<b>31.2</b>
<b>FY07 CE Recommended</b>	<b>3,808,860</b>	<b>31.2</b>

## BUDGET SUMMARY

	Actual FY05	Budget FY06	Estimated FY06	Recommended FY07	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	2,425,008	2,678,680	2,703,910	2,834,300	5.8%
Employee Benefits	630,139	727,400	727,400	810,410	11.4%
<b>County General Fund Personnel Costs</b>	<b>3,055,147</b>	<b>3,406,080</b>	<b>3,431,310</b>	<b>3,644,710</b>	<b>7.0%</b>
Operating Expenses	177,375	169,100	169,100	164,150	-2.9%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>3,232,522</b>	<b>3,575,180</b>	<b>3,600,410</b>	<b>3,808,860</b>	<b>6.5%</b>
<b>PERSONNEL</b>					
Full-Time	32	32	32	32	—
Part-Time	1	1	1	1	—
Workyears	31.7	31.2	31.2	31.2	—
<b>REVENUES</b>					
Intergovernmental Reimbursements :Other	10,066	0	0	0	—
<b>County General Fund Revenues</b>	<b>10,066</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

## FY07 RECOMMENDED CHANGES

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY06 ORIGINAL APPROPRIATION</b>	<b>3,575,180</b>	<b>31.2</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: FY07 Compensation	141,060	0.0
Increase Cost: Annualization of FY06 Personnel Costs	54,390	0.0
Increase Cost: Group Insurance Adjustment	24,650	0.0
Increase Cost: Retirement Adjustment	18,530	0.0
Increase Cost: Printing and Mail Charges	4,450	0.0
Increase Cost: Copier Lease	1,500	0.0
Increase Cost: Records Management	830	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY06	-11,730	0.0
<b>FY07 RECOMMENDED:</b>	<b>3,808,860</b>	<b>31.2</b>

## FUTURE FISCAL IMPACTS

Title	CE REC. FY07	FY08	FY09	(\$000's) FY10	FY11	FY12
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY07 Recommended</b>	<b>3,809</b>	<b>3,809</b>	<b>3,809</b>	<b>3,809</b>	<b>3,809</b>	<b>3,809</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>
These figures represent the annualization of FY07 increments, general wage adjustments, and associated benefits.						
<b>Print biennial CIP book</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>
Printing costs for the full Capital Improvements Program book are required in even-numbered fiscal years. In the alternating years, a full book is not printed.						
<b>Subtotal Expenditures</b>	<b>3,809</b>	<b>3,869</b>	<b>3,859</b>	<b>3,869</b>	<b>3,859</b>	<b>3,869</b>